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UA28/1 The Personnel File

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WESTERN KENTUCKY UNIVERSITY
ARCHIVES

THE PERSONNEL FILE

Personnel Services

Volume 2, No. 6

February, 1983

Tuition Scholarship Program

Western Kentucky University provides a tuition scholarship program as a part of the benefits and services offered to faculty and staff to encourage enrollment in courses which would improve their competence in the positions they hold.

Since there have been some recent changes and improvements in the tuition scholarship program, it is worthwhile to review the total program benefits.

The following points are emphasized to ensure a thorough understanding of the program:

1. The full benefit is available only to regular and full-time members of the faculty and staff.
2. The University will pay 100 percent of registration fees for approved courses for regular and full-time faculty and staff.
3. As an extension of the program, the University will pay 50 percent of the registration fee for the spouse of regular and full-time employees.

4. Part-time employees (employed on at least a one-half time basis) are eligible for tuition scholarship benefits in direct proportion to their employment status. For example, a person employed on a one-half time basis for one semester would be eligible for 50 percent of the benefit if the course is taken during the semester in which the person is employed. A person employed full-time for one semester would be eligible for the full benefit during that semester. Persons employed less than one-half time, graduate assistants, and student workers have no eligibility.

5. The following represents the maximum tuition scholarship benefits for staff employees:

- a. Regular Semester—may enroll for a maximum of 6 undergraduate semester hours or 3 graduate semester hours offered during the evening at 5:00 p.m. or later. However, with the approval of the department head and the director of Personnel Services, 3 semester hours may be taken during normal office hours.
- b. Summer Session—may enroll for 3 undergraduate, or 3 graduate semester hours during the Summer Session with approval of the department head and the director of Personnel Services.
- c. Extended Campus—may substitute extended campus courses for on-campus courses as described in paragraphs 5a. and 5b., above.
- d. Correspondence Courses—may substitute correspondence courses for any scholarship benefits described in paragraphs 5a. and 5b., above.

6. Faculty members are eligible for the same tuition scholarship benefits described above for the University's staff employees with these exceptions:

- a. Regular Semester—a 3 semester hour course taken during the day requires only the approval of the department head.
- b. Summer Session—faculty members employed on a 9 month basis may enroll for up to 9 undergraduate semester hours, or 6 graduate semester hours during the Summer Session.

7. Recent changes have improved the tuition scholarship benefits for spouses of faculty and staff members. Spouses may now enroll in 6 undergraduate semester hours or 3 graduate semester hours during a regular semester at the special rate of 50 percent of the normal cost. This represents two improvements in benefits. The first is that graduate courses can now be taken by spouses at the reduced rate. The second improvement is that the courses may be taken at any time of the day. Previously, only undergraduate courses offered after 5:00 p.m. were eligible for the tuition scholarship benefits for spouses. Spouses of faculty and staff are eligible for a 50 percent reduction of normal cost for summer session, extended campus, and correspondence courses.

One 3 semester hour course may be taken during normal working hours with the approval of your department head. In order to take a class during working hours, you must complete a Faculty-Staff Tuition Scholarship

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Spring Vacation

Spring vacation is scheduled for March 7-11. Offices will close at 4:30 p.m. on March 4 and reopen at 8:00 a.m. on March 14. As always, there are essential jobs to be performed during the spring vacation period, and those offices will remain open as required.

The bi-weekly, student, and mid-month checks will be issued on Friday, March 4.

Tuition Scholarship Program

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Form, which is available in Personnel Services. This form should be completed prior to registration fee payment day.

Even though you do not pay tuition under the scholarship program, you are still required to go through the fee payment process at Diddle Arena or at the Garrett Conference Center. Rather than pay fees, you will present a tuition scholarship card which may be obtained at the tuition scholarship table located before the cashiers' station.

As an extension of the tuition scholarship program, some noncredit courses are also approved for tuition scholarship benefits each regular semester. These courses are identified as such in the schedule of noncredit courses offered through the Office of Independent Study. An approved noncredit course counts as a 1 semester hour undergraduate course in determining total tuition scholarship benefits for a semester. Spouses are eligible for tuition scholarship benefits on noncredit courses approved for faculty/staff scholarships.

Should you have any questions regarding the tuition scholarship program, please contact Bettie Flener or Mike Dale at 2071.

Marcella Brashear — Flexible Perfectionist

Very few people can claim they have worked directly for four university presidents. Marcella Brashear, secretary to the President, is one such Western employee.

Mrs. Brashear began working for Dr. Kelly Thompson in July 1964, when the President's office was in Van Meter Hall. For six years, she doubled as part-time instructor and secretary. Each morning before reporting to the office, she taught an hour of typing or shorthand for the Department of Office Administration. In 1970, she was appointed full-time secretary in order to handle the increasing office work load. She has since worked for Drs. Dero Downing, John Minton, and Donald Zacharias. In addition to her duties as presidential secretary, Mrs. Brashear served as secretary to the University Athletic Committee from 1964 to 1982.

Her main responsibilities include transcribing the President's taped dictation, preparing letters on personnel actions for the President's signature, processing personnel forms, and maintaining personnel action files. She also prepares material to be presented to the Board of Regents and keeps the reservation book and keys for the University Guest House.

President Zacharias describes his secretary as "fabulous." "Mrs.



As Presidential secretary, Marcella Brashear performs a variety of duties. She has also served as part-time instructor since beginning her career at Western in 1964.

Brashear characterizes the kind of dedication and competence that everyone in administration would like to have in an employee," he says. "She's a perfectionist who is not inflexible. In a word, she's a professional."

Mrs. Brashear received her master's degree from WKU in 1955. She belongs to Delta Kappa Gamma, an organization of women educators. She enjoys reading and going to flea markets with her husband, Myrl, an assistant professor in the Department of Finance and Quantitative Business Analysis. Mrs. Brashear is an active member of the St. James United Methodist Church, where she sings in the choir and is vice president of United Methodist Women.

The Personnel File is pleased to recognize Mrs. Brashear's achievement and dedication to the University and wish her continuing success.

Get a Little of That Team Spirit

Intramural sports provide a great way to add fun and friendship, as well as fitness, to your life. The recreational activities office sponsors two intramural programs which do just that.

The faculty/staff program emphasizes co-ed competition among University employees only. Basketball intramurals are now in progress, with racketball competition due to begin shortly. Tennis, softball, and golf competition have been scheduled for the summer. An aerobics class for men and women is also underway. The class meets 5:00-6:00 p.m., Monday, Wednesday, Thursday, in Diddle Arena. Faculty or staff interested in joining the class should call the Recreational Activities office.

The co-rec program is open to every member of the University community—faculty, staff, and students. Co-rec inner-tube water polo and wallyball intramurals are now going on, with basketball competition scheduled for March and softball for April. Co-rec sports equalize the abilities of men and women through rule variations. For example, a man who scores a goal in co-rec basketball is awarded two points, but a woman receives four. In co-rec softball, women hit a regulation size ball while men swing at an 18-inch "mushball." Similar rule variations apply to other co-rec sports, ensuring all players participate in the game regardless of their sex.

Whatever your skill level, there's an intramural sports program for you. For more details call the recreational activities office at 745-5216.

New Employees

Western is pleased to welcome the following employees to the work force.

- J. Michael Lasater**—Media Services, TV producer-director/writer
- Tawfik Mady**—Finance and QBA, assistant professor
- Paula Newby**—Economics, senior departmental secretary
- Saundra Starks**—Counseling Services Center, staff counselor
- Janet Watwood**—Educational Services, administrative secretary

Update on the Medical Insurance Program

We have been keeping our readers advised on developments regarding the employee medical insurance program. It was reported in a previous issue that the University Insurance Committee had completed its study and submitted its recommendation to President Donald Zacharias. The Committee recommended that the University solicit bids from insurance companies for our present coverage. In addition, the Committee recommended that the coverage be expanded and improved as a higher option and made available to those employees who would be willing to pay the extra cost of the higher option coverage.

The President considered the Committee's report and directed that specifications be written to solicit bids for three benefit plan designs.

Benefit Plan Design Number One would provide the same type of coverage we now have except that the medical and surgical fee schedule would be increased by over 40 percent. For example, where our present fee schedule has an allowance of \$420 for a certain surgical procedure, the new schedule would pay \$595. The fee schedule increase would be a significant improvement in our present coverage.

Benefit Plan Design Number Two would be a higher option available to those employees who are willing to pay the difference in premium costs between Plan One and Plan Two. Benefit Plan Design Number Two would be the same as Number One except that the medical-surgical fee schedule would pay the total usual, reasonable and customary charges. Under this plan, the Major Medical deductibles would be reduced to \$100 for single and \$200 for family coverage.

Benefit Plan Design Number Three is an entirely different type of insurance than we now have and would be made available as a higher option. As in Plan Design Number Two, the employee could select the higher option and pay the difference in cost through payroll deduction. The plan would contain a \$250 deductible for single and \$400 for family. After the annual deductible is satisfied, the plan would pay 100 percent of medical costs up to \$10,000.

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Who's Who in Accounts and Budgetary Control

Often, faculty and staff are unsure who to contact in various offices when a question or problem arises. The following is a complete index of who to contact regarding matters pertaining to the accounting, accounts payable, and cashier's offices in Wetherby Administration Building. We suggest you keep this listing handy for future reference.

The Personnel File will periodically list contacts in other offices for your convenience.

Director, Harold Smith
Accounting Supervisor, Jim Meador
Accounts Payable Supervisor, Tom Harmon
Chief Cashier, Jim Clark

Functional Areas

Accounting:

Financial Reporting
Policies and Procedures
Departmental Budget Expenditure Ledgers
Account Balances
Agency Fund Accounts
Capital Construction Accounts and Reports
Grants and Contracts Budget Expenditure
Ledgers and Accounts
Grants and Contracts Financial Reports
Chart of Accounts
Maintenance Orders Charges
Auxiliary Enterprises Accounts and
Financial Statements
Sales Tax Procedures and Reports
Departmental Invoices—Accounts Receivable
CHF Short Term Loans Receivable
CHF Bookstore and Laundry Accounts
Inter Account Bills

Accounts Payable:

Policies and Procedures
Faculty and Staff Payroll Check Distribution
Travel Check Distribution
Refund Checks Distribution
General Vendors Payments
Agency Fund Disbursements
CHF Management Services Accounts
(Bookstore and Laundry Disbursements)
Student Group Travel
Property Insurance
Telephone Bills
Paid Documents Files
Bank Account Balances

Cashier's Office:

Policies and Procedures
Transmittal of Receipts

Refund of Registration Fees
Registration Fee Invoices - (Bills)
Return Checks
Extended Campus Fee Collections
Check Cashing Activity

Registration Information on Fee Collections

Senior Citizen Scholarships

Name

Harold Smith
Jim Meador/Harold Smith
Brenda Thompson/Linda Vincent
Brenda Thompson/Linda Vincent
Elvira McDonough
Bob Dawson

Mary Jane Harmon
Mary Jane Harmon
Jim Meador/Harold Smith
Linda Vincent

Bob Dawson
Bob Dawson
Sally Boswell/Jim Meador
Sally Boswell
Alice Siddens
Brenda Thompson/Linda Vincent

Tom Harmon/Harold Smith
Diana Walker
Becky Mills
Betty Hinton
Betty Davenport
Becky Mills

Becky Mills
Betty Hinton
Tom Harmon
Becky Mills
Diana Walker
Betty Hinton

Jim Clark/Ivy Taylor/Harold Smith
Carolyn Cole/Judy Sublett/
Betty Bruner/Ivy Taylor
Jim Clark/Ivy Taylor
Jim Clark/Ivy Taylor
Elizabeth Vick
Betty Rich
Ivy Taylor/Betty Bruner/
Carolyn Cole/Judy Sublett
Jim Clark/Ivy Taylor/Carolyn Cole/
Judy Sublett/Betty Bruner/
Elizabeth Vick
Jim Clark/Ivy Taylor/
Patricia Vincent/Harold Smith

Call 2244 for these business related matters. The Centrex Operator will connect you with the appropriate person to assist you.

Feeling the Winter Bulge?

A multitude of recreational activities are available for use by University faculty and staff. Athletic equipment may be checked out free of charge from the equipment room on the main floor of Diddle Arena by presenting your ID card. Individuals may participate in recreational free play according to the schedule below.

Diddle Arena Facilities

(basketball courts, volleyball courts, badminton courts, archery range, golf range, and indoor track)

6:00 p.m. — 11:00 p.m. Monday through Thursday

6:00 p.m. — 10:00 p.m. Friday

10:00 a.m. — 10:00 p.m. Saturday

1:00 p.m. — 11:00 p.m. Sunday

Smith Stadium Facilities

(weight room, handball and squash courts, gymnastics room, combative room, outdoor track, and racketball courts)

6:00 p.m. — 10:00 p.m. Monday through Friday

10:00 a.m. — 11:00 p.m. Saturday

1:00 p.m. — 11:00 p.m. Sunday

The indoor swimming pool located in Diddle Arena is open from:

6:00 p.m. — 9:00 p.m. Monday through Friday

10:00 a.m. — 9:00 p.m. Saturday

1:00 p.m. — 9:00 p.m. Sunday

Qualified lifeguards are on duty at all times.

All facilities are open for free play except when used for instruction, varsity athletics, special events, and in accordance with university policy (holidays).

Guest passes for family members can be obtained by University employees from the Recreational Activities office in Diddle Arena during normal working hours. Employees must present a valid ID when registering guests. One-day guest passes are also available for non-family members. For more information contact Jim Pickens or Debby Cherwak at 745-5216.

Hilltopper Basketball

Men's Basketball

February	17	at South Florida*	7:00 p.m.
	19	at Virginia Commonwealth*	6:35 p.m.
	24	North Carolina Charlotte*	7:35 p.m.
	26	Louisville	8:00 p.m.
March	4-6	Sun Belt Conference Tournament	TBA

Lady 'Topper Basketball

February	17	Union University	7:30 p.m.
	21	at Northeast Louisiana	7:30 p.m.
	24	at Morehead State	7:00 p.m.
March	2	Tennessee Tech	7:30 p.m.
	11	Sun Belt Conference Tournament	TBA

Homegames in boldface type

*Sun Belt Conference games

Insurance Update

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After expenses reached \$10,000, co-insurance at a ratio of 80-20 would be in effect until out-of-pocket expenses reach \$5,000. The plan would again pay 100 percent after that level. In addition to expenses usually covered, allowable expenses would include 100 percent payment for office calls, prescription drugs, emergency medical service, diagnostic services and admissions, and preventive medicine.

Specifications have been written and approved for the three plan designs. When the bids are received, an evaluation committee will have to decide which carrier offers the most for our money. Evaluation criteria considered include factors such as the prospective carrier's record of claims administration, corporate financial status, retention distribution, and premium rates. The contract will be awarded to the carrier who can provide the best basic plan of coverage. Only one higher option plan will be selected.

Western Earns Innovation Award

Western recently received the Innovation Award from the Southern College Placement Association for its computerized job-matching program.

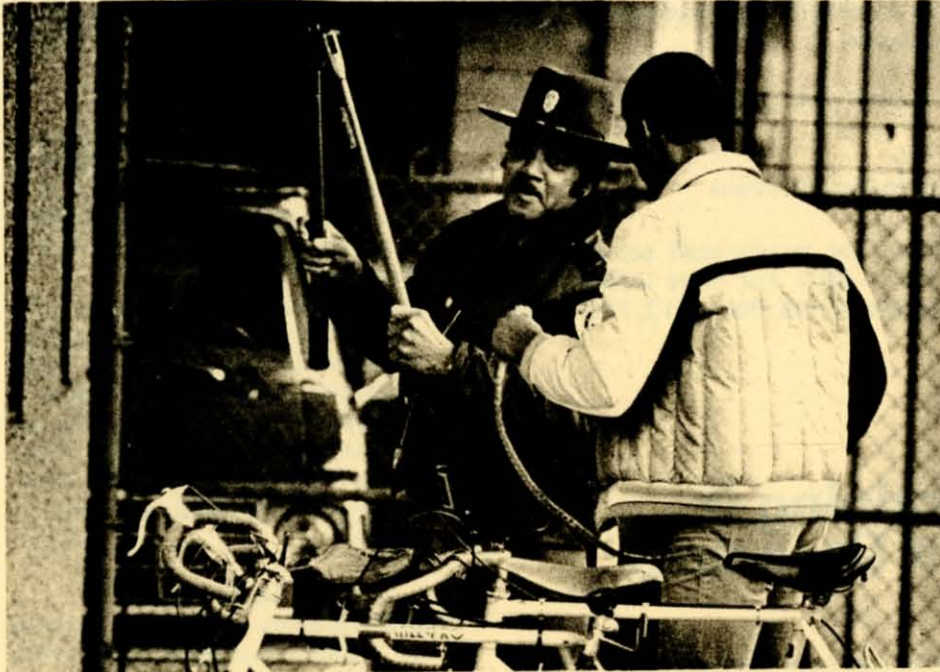
Dr. Jerry Wilder, director of the Career Planning, Academic Advisement, and Placement Center, and Robert Somers, coordinator of Career Planning, accepted the award at the Association's award luncheon in Orlando, Florida.

The program, developed by Dr. John Crenshaw, professor of computer science, is called MESA (Matches for Employers, Students, and Alumni) and one of its objectives is to reduce the time candidates and employers spend in determining a mutually satisfying match.

Applicants complete a form which provides a variety of personal information, and receives a computer listing in October, December, February, April, June and August of employers who have job openings for which they qualify. Job seekers can then select employers with whom they would like to seek interviews.

Since MESA began operating, Western has generated thousands of job matches through this program.

Ensuring Public Safety Is a Team Effort



Patrol Lieutenant Hugh Heater cuts the chain securing a student's bicycle. The student had forgotten his lock combination. Assisting and protecting the University community is an around-the-clock job that requires a team effort.

Twenty-four hours a day, seven days a week, the men and women of the Department of Public Safety work to preserve the peace, protecting life and property of the University community.

The light and dark blue uniforms of campus police officers provide a familiar sight to most Western employees. The Patrol Division consists of a commanding officer, three communication officers, and fourteen patrol officers, organized into three squads. At least one squad is on duty at any time, resulting in around-the-clock protection.

Campus police protection takes many forms. In addition to investigating major and minor criminal offenses, patrol officers assist in hospital and bank runs, provide an escort service, assist motorists, lock (or unlock) car doors for forgetful drivers, relay maintenance requests, check building security, direct traffic, check out bomb threats and fire alarms, and, of course, issue parking citations. Surprisingly, patrol officers locate new parking spaces whenever possible, which has reduced the number of parking citations issued.

The Patrol Division provides only a fraction of the services needed to protect the public interest. In fact, four other divisions cooperate with the Patrol Division to form a Public Safety "team." The Investigative Division

consists of two officers who conduct follow-up investigations into criminal offenses reported on campus. The investigating officers also provide liaison between attorneys or courts and the Department. Together the Patrol and Investigative Divisions have achieved noteworthy results. Campus police solve cases at twice the national rate, while Western's conviction rate is three times the national average.

Twelve students and a part-time supervising officer make up the Student Patrol Division, the third member of the Department's "team." Students work fifteen hours per week for eight months of the year. Their main responsibility is to patrol the University parking lots, though they sometimes direct traffic and otherwise assist campus police officers when necessary. Like their police counterparts, student patrol members carry radios. "They are valuable extensions to the eyes and ears of this Department," according to Mr. Paul Bunch, director of Public Safety.

No police force would be complete without its forms and records. One officer, two clerks, and six student workers in the Traffic and Records Division file and maintain more than 60 police forms and thousands of records. Traffic and Records Division personnel compile statistics for the Department, the state police, and the FBI. The issuing of vehicle regis-

trations and daily parking permits, along with the collection of parking fines, are also handled in this Division.

The Environmental Safety Division, the fifth member of the "team," consists of a safety coordinator and a fire inspector. Their responsibilities range from conducting fire prevention and safety inspections to maintaining employee injury information for OSHA records. The coordination of emergency medical services at home football and basketball games is another of their many duties.

Mr. Bunch is extremely pleased with the people in his department. "Our people are dedicated to their profession and the University," he says. "They take their jobs seriously." Campus police officers view themselves as problem solvers instead of cops out to punish wrong-doers. Perhaps that is why only three complaints were filed against the Department personnel last year, and all were unfounded.

Not all of last year's 17 percent reduction in crime was due to police efforts, Mr. Bunch points out carefully. "The success of any police department depends to some extent on the willingness of the community to get involved. We've got the support of the community (faculty, staff, and students) and have solved a number of cases due to community involvement."

Personnel Promotions

Leah Blazer—Credit Union, from bookkeeper, to assistant manager

Sue Dillard—Music, from senior departmental secretary, to senior secretary

Carol Hartman—Educational Services, from administrative secretary, to senior departmental secretary

Laura Lee—Modern Languages and Intercultural Studies, from departmental secretary, to senior departmental secretary

Mary Ann McGehee—Dean's Office of Potter College, from senior administrative secretary, to senior secretary

Eugene Sullivan—Physical Plant, from recreation equipment mechanic, to electrician

It's Not Too Late

Did you or your spouse forget to enroll for a non-credit course this spring? If so, take heart—several courses are still available:

"Where Am I Going, and How Do I Get There?"—A Career Development Workshop for Women
Escalator Classes for Women
Employee Motivation or Human Behavior in Organizations

Each of these courses has been approved for faculty-staff scholarships (subject to the guidelines of Personnel Policy #67). For more information, contact the Office of Independent Study, Van Meter Hall, Room 212, 745-4158.



Employee Training & Development Programs

The films roll again with free movies just for you from the Employee Training and Development Program. To continue offering a variety of growth opportunities for Western employees, the Department of Personnel Services is coordinating the showing of films designed for personal development from the Western video library in February and March. Each week will feature a different theme relating to the interests or skills of Western employees.

Self-improvement is the theme of the movies you can view February 28-March 3. This theme includes movies to assist you in becoming more skillful at setting goals, managing stress, managing time, and succeeding in life and relationships.

During the week of March 21 - 24, the theme will be **Supervising Others**. These films can aid the supervisor in motivating employees, controlling business situations, evaluating employee performance, and realizing employee needs.

Films will be shown daily in Garrett Conference Center, beginning at 2:00 p.m. and lasting 15 - 35 minutes. Watch your departmental bulletin board in the coming weeks for information on individual movie titles, viewing dates, and viewing rooms under the ETDP logo. Plan ahead with your supervisor to be able to attend movies of interest to you. No registration is necessary.

Future movie series themes include health and safety, communication, and mechanical processes. Check future issues of *The Personnel File* for more information. **WHAT WOULD YOU LIKE TO SEE?** These movies are just for you. Contact the Department of Personnel Services if you have a specific interest you would like to see featured or need more information about **MOVIES JUST FOR YOU — TAKE A BREAK AT 2:00!**

The December issue of *The Personnel File* contained an article entitled "We Want You As an ETDP Course Facilitator." Enclosed as an insert in the December issue was an ETDP course proposal form.

Since the December issue arrived just before the holidays, we do not want faculty and administrative staff to overlook the opportunity to share your expertise and skills as an ETDP facilitator.

Please complete the ETDP course proposal form and send via campus mail to the Department of Personnel Services. You will be contacted about further arrangements.

Should you have any questions, please contact Pat Graves at 2073 or Mike Dale at 2071.

Service Anniversaries

20 Years

Nada Durham—Mrs. Durham was hired in 1963 as a professional cataloger in the Library. She now serves as a librarian in the Department of Library Automation and Technical Services.

Ronnie Sutton—Dean Sutton joined the University as a field representative in the Department of Public Relations, and became director of Admissions in 1965. He was appointed assistant dean for Scholastic Development in 1969, associate dean in 1970, and dean in 1974.

15 Years

Franklin Conley—Dr. Conley became an assistant professor for industrial education in 1968. In 1970 he was promoted to associate professor, and three years later became head of the department. Dr. Conley now serves as professor and program coordinator in the Department of Industrial and Engineering Technology.

Peggy Keck—Dr. Keck began her career at Western as an assistant professor in the Department of Business-Distributive Education and Office Administration. She was promoted to professor in 1975.

George Niva—Mr. Niva joined the Department of Physical Education as an assistant professor. He now serves as associate professor in the Department of Health and Safety.

James Tomes—Mr. Tomes was hired as a staff business officer in 1968. He has served the University as director of Personnel Services since 1973.

10 Years

Wilma Adcock—Since 1979, Mrs. Adcock has been a senior bookkeeper in the Department of Library Automation and Technical Services. She was hired in 1973 as a clerical assistant-bookkeeper.

David Forshee—In his 10 years at Western, Mr. Forshee has served as housekeeper, stockroom clerk, and senior stockroom clerk in the Physical Plant.